Recurring Deduction - Create

<div style="float:right; border:1px solid black; padding:4px">**PA30**</div>

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11.18.04	Ligaya West	Edits
12.8.04	Ligaya West	Edits
1/17/2007	Kelly Welsh	Edits

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Test Info

Successor Transactions

Test History

Update the following table as necessary when this procedure is tested:

Date	Tester	Pass/Fail	Notes

Test Scenarios

Use the following scenarios to test this transaction:

Scenario ##				
Description	**Test Condition Description**	**Input Data**	**Expected Results**	**Output Data**
	Overpayment - how handled (should not automatically take all $ from next check)		Authorization from ee required, then set up recurring deduction. Validate that deduction amount is correct and that it stops according to dates entered in IT0014.	
	Overpayment - how handled when overpayment crosses fiscal and calendar years		Validate that deduction amount is correct and that it stops according to dates entered in IT0014.Authorization from ee required, then set up recurring deduction, W-2C when all is recovered for prev yr	
	Create a recurring deduction		Deduction is created in IT0014 with a validity date of MMDDYYYY to MMDDYYYY for WTxxxx	

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Scenario ##				
Description	**Test Condition Description**	**Input Data**	**Expected Results**	**Output Data**
	Manipulate / over-ride deductions			

Test Execution

The following tables summarize the test results for each scenario:

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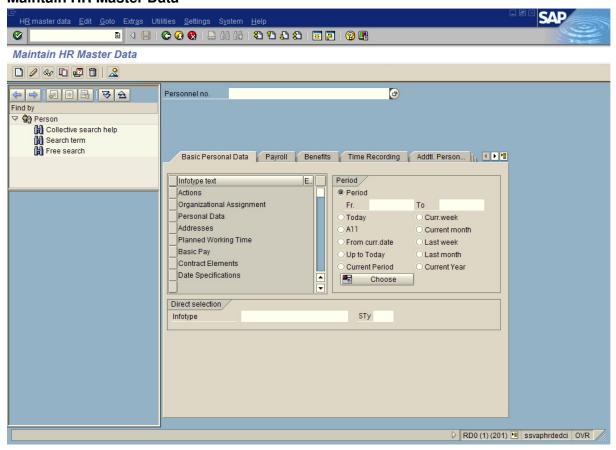**Reference Number:** 79

Purpose

Use this procedure to create a recurring deduction.

Trigger

Perform this procedure when an employee wants to have a deduction taken out of their earnings each pay period.

Prerequisites

None

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

- In addition to using this procedure to create a recurring deduction, the Payroll Processor may also use this procedure to:
  - To stop a deduction for one or more periods and then resume:
    - Go to PA30 and click on the payroll tab. Go to the Recurring Payments/Deductions infotype (IT0014) and select overview. Highlight the deduction to update and click the change button. Enter the correct end date to stop deduction. Then click save. Click on the deduction. Click the copy button to update the deduction by entering the new start date. You will now see two records for this deduction: one with the end date that was entered and another with the new start date
  - To change the amount of a deduction for a specified time:
    - Go to PA30 and click on the payroll tab. Go to the Recurring Payments/Deductions infotype (IT0014) and select overview. Highlight the deduction that needs to be updated and click the copy button. Enter the date range and amount for the new deduction. Click save.

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Procedure

1. You have started the transaction using the menu path or transaction code PA30.

Maintain HR Master Data

2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. **Example:**　　20000055

3. Click ![Enter icon] (Enter) to validate information..

4. Click **Payroll** .

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Maintain HR Master Data

5. Click Recurring Payments/Deductions ✔ .

6. Click ▯ (Create) to create a new record.

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Create Recurring Payments/Deductions

7. As required, complete/review the following fields:

Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. **Example:** 08/01/2004
Wage type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. **Example:** 2729 – GA Parking
Amount	R	It is the total dollar value of a wage type. **Example:** 20.00

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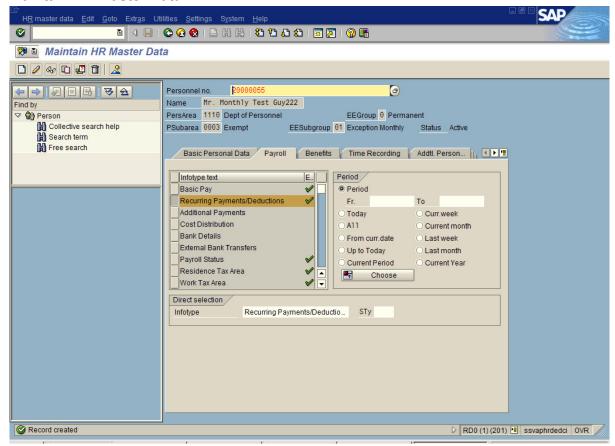| Field Name	R/O/C	Description
Number/unit	O	This is a combination of fields that defines the number to be compensated and the time unit, such as hours, days, weeks, etc. ⓘ This field does not need to be completed if an amount is entered **Example:** .50/16 days
Payment model	O	This is a pre-defined schedule for taking a deduction or making a payment, such as monthly, semi-monthly, etc. ⓘ This field defaults based on the wage type selected. **Example:** WA01

8. Click 🖫.(Save) to save

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Maintain HR Master Data

 The system displays the message " Record created."

9.   You have completed this transaction.

Result

You have set up a new deduction wage type for an employee.

Comments

None

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